

# **Vermont Student Census – Fall Update School Year 2008-2009**



## **Online Software Instructions**

**DUE DATE: November 7, 2008**



**IT: Data Management & Analysis  
(802) 828-3777**

**SY2009 Student Census  
Fall Update  
Online Instructions**

Table of Contents

System Requirements .....	1
Starting the Application.....	1
Technical Support .....	1
Due Date.....	1
Main Menu Options.....	2
Using the Main Menu Options.....	3
Using the Enter/Edit Profile.....	4
Using the Enter/Edit Student Records.....	5
Using the Enter/Edit Contact Information.....	6
Export Student Data.....	7
Reports Menu.....	8
Data Submission Checklist.....	9
Submit Data to DOE.....	10

## **SY2009 Student Census Fall Update Online Instructions**

Vermont Department of Education  
IT Team: Data Management and Analysis

### **System Requirements**

Adobe Acrobat Reader (Free Download)

Internet Explorer 5.0 or greater

J-Initiator file provided by DOE, if you need an updated J-init please contact the help-desk for assistance. Once this is loaded onto your computer all future access to DOE Oracle Applications will be permitted.

**NOTE:** If you are a Mac user, you will not need to click on the .exe file provided you are using a Mac OS 9.0.4 or 9.1 as an operating system. Please do not click on the .exe file, as it may interfere with your system. If you are not able to log into the application, please call our Help-Line.

### **Starting the Application**

Windows open Internet Browser. Please note there is an underscore between FSC\_PSL\_CLC

[https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC\\_PSL\\_CLC](https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC_PSL_CLC)

Mac users open Internet Browser Please note there are two underscores FSC\_PSL\_CLC\_MAC

[https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC\\_PSL\\_CLC\\_MAC](https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC_PSL_CLC_MAC)

Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

### **Technical Support**

Call (802) 828-3777 for assistance with the data entry application.

### **Due Date**

Please submit completed data to the DMAT by November 7, 2008.

## Main Menu Options

### Organization Information

**Enter/Edit Profile** - This button allows you to edit the information about your school.

### Student Information

**Enter/Edit Data** - This button lets you add new students or edit existing student records.

### Reports

**Reports Menu** – This feature will create a report of all student records in the application. The reports are as follows:

- Act 150 Student List
- Census Signature Page
- Home-study Students by Town of Residence and Grade
- List of Students Directly Certified to Participate in the School Lunch Program by School and Grade
- Preliminary October 1 Enrollment Report, Grade, Race, Ethnicity and Gender
- Students by National School Lunch Eligibility
- Students listed by Service Status, section 504 and ESS
- Students by Town of Residence, ADM type and Grade

The Preliminary October 1 Student Enrollment report is a count of students in aggregate. This report is generated from the data entered in the Student Census Fall Update and is provided as a reference only.

### Contact Information

**Enter/Edit Contact Information** – To enter your schools contact personnel, select this button.

### Export Data

**Export Student Data** option lets you export data in an Excel format.

### Data Submission

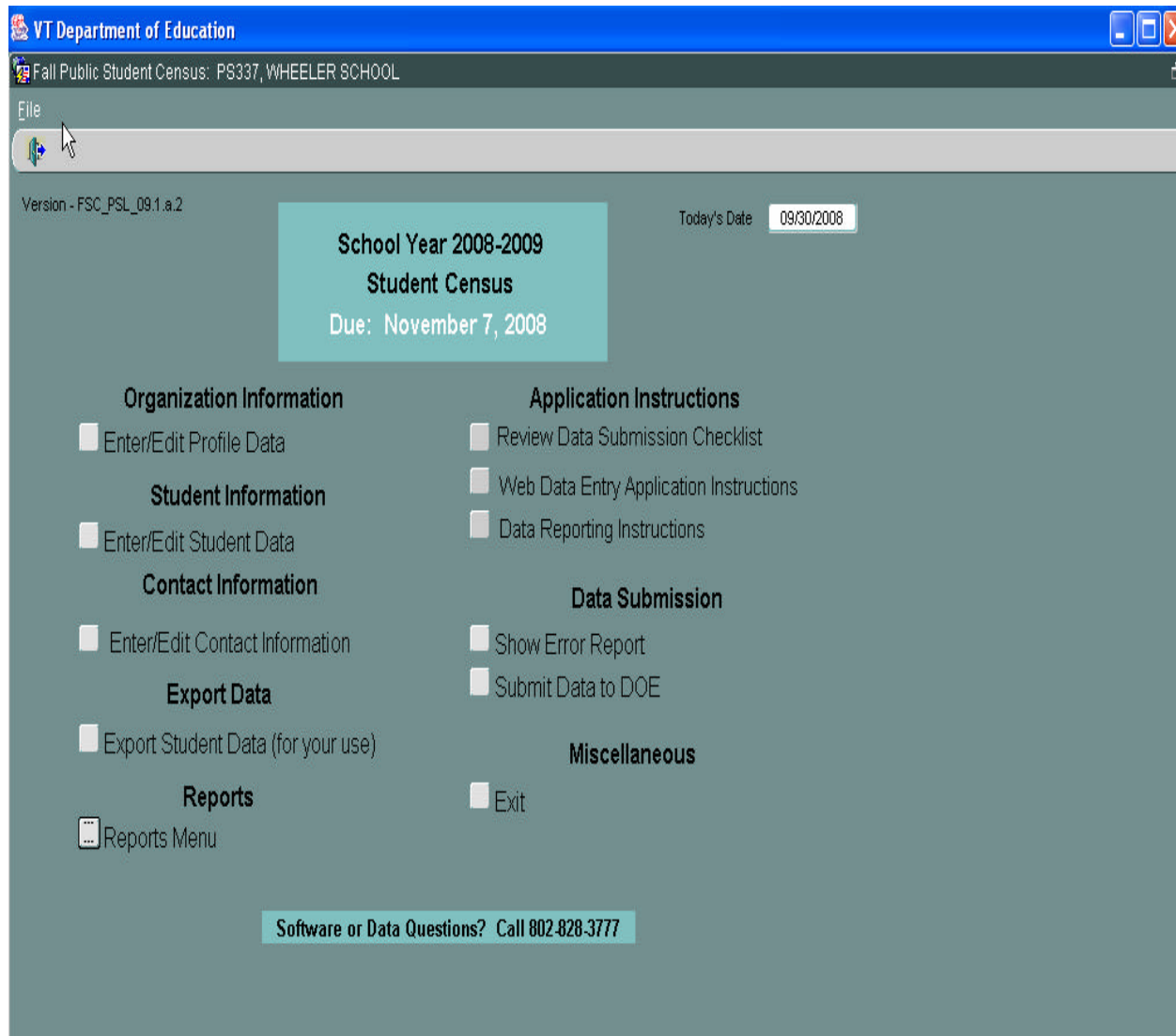
**Review Data Submission Checklist** – This button takes you to the Student Census data submission checklist.

**Submit Data to DOE** - Click this button submit data to DOE, once this button is pushed and submission message appears your data is locked and unable to accept any additional edits. If you must revise submitted data please call DOE @ 828-3777, and we will unlock you data file.

### Exit Application

**Exit** - This button lets you exit the application and the data will be saved before exiting.

## USING THE MAIN MENU OPTIONS



## USING THE ENTER/EDIT PROFILE

The screenshot shows a web application window titled "VT Department of Education". The browser address bar displays "Fall Public Student Census: PS055, CABOT SCHOOL". The main form is titled "Organizational Information".

**Organizational Information**

ORGID: PS055 Organization Name: CABOT SCHOOL

**Mailing Address**

Street/PO Box: PO BOX 98  
City/Town: CABOT  
State: VT Zip Code: 05647

**Physical Address** ☐ Same As Mailing Address

Street: 25 COMMON ROAD  
City/Town: CABOT  
State: VT Zip Code: 05647

Phone Number: (802)-563-2289 Fax Number: (802)-563-2022

Org Website (URL): WWW.CABOTSCHOOL.ORG

**PRINCIPAL INFO** | Co-Principal Info | Registrar Info | Educational Levels Offered | Calendar Information | Holidays Info

Title: MS First Name: REGINA Middle Name/Initial: Last Name: QUINN Post name:

☒ Same As Organization's Mailing Address ☒ Same As Organization's Physical Address

**Mailing Address**

Street/PO Box: PO BOX 98  
City/Town: CABOT  
State: VT Zip Code: 05647

**Physical Address**

Street: 25 COMMON ROAD  
City/Town: CABOT  
State: VT Zip Code: 05647

Email Address: fmellaci@cabotschool.org

Make sure that all of the Organizational Information is correct for your school.

You will be required to enter information before proceeding to the student data.

Select File and return to main menu to return to the main menu page.

## USING THE ENTER/EDIT STUDENT RECORDS

Use this screen to add/edit student records. Select option from top toolbar.

**NOTE:** Record changes are automatically saved when you move to another record.

**Search --** This button lets you enter a student ID number or student name to search for students.

**Sort** – This button lets you sort by last name, grade or student ID.

**Add Record(s)** – This button lets you enter a new student.

Please reference data reporting instructions for descriptions of data elements.

To return to the main menu you must select File, then Return to Main Menu.

## USING THE ENTER/EDIT CONTACT INFORMATION

The screenshot shows a web application window titled "VT Department of Education". The address bar displays "Fall Public Student Census: PS073, COLCHESTER MIDDLE SCHOOL". The menu bar includes "File", "Edit", "Search for Record(s)", "Add Record(s)", and "Navigation". The toolbar contains various icons for file operations and navigation. The main content area is titled "Add/Edit Contact Information" and contains the following form fields:

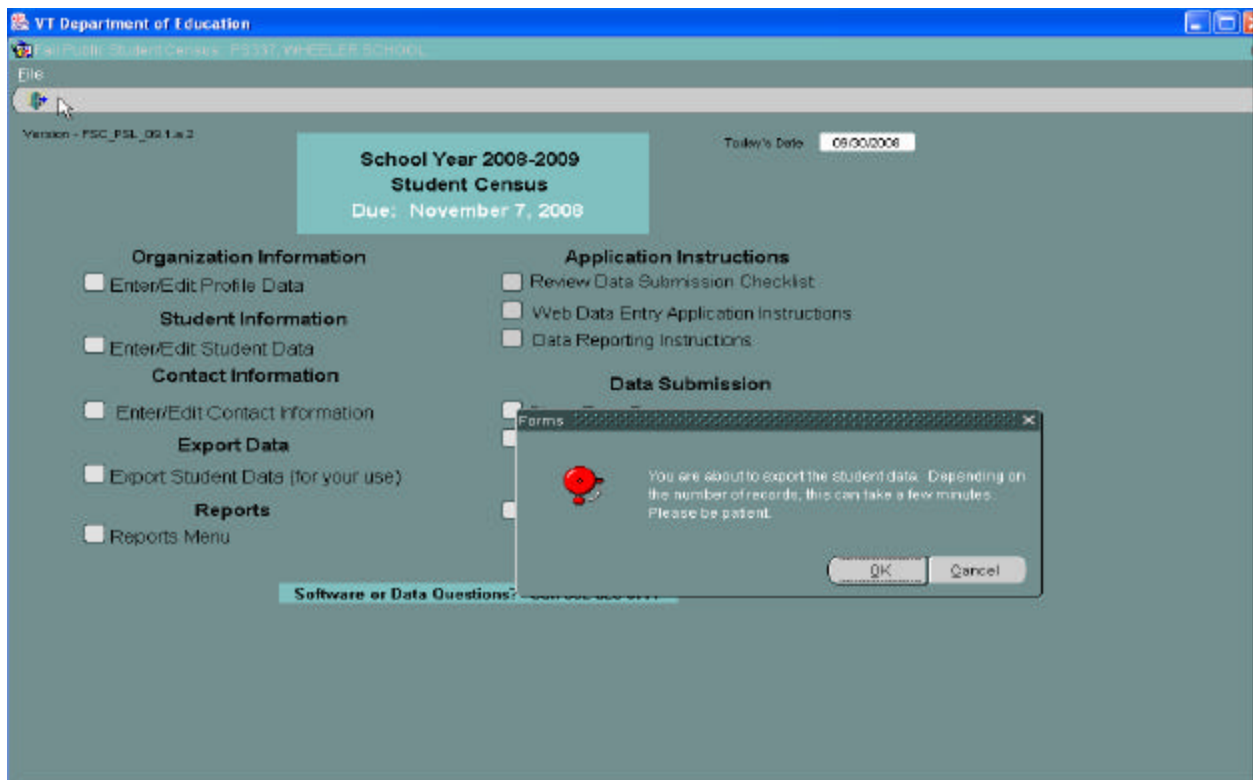
- Contact Organization:** PS073 COLCHESTER MIDDLE SCHOOL
- Contact Type:** STUDENT CENSUS COLLECTION CONT
- First Name:** K
- Last Name:** O
- Phone Number:** 802-264-5801
- Email Address:** OK@COLCHESTER.K12.VT.US

Enter in the contact information for each of the different roles listed above.

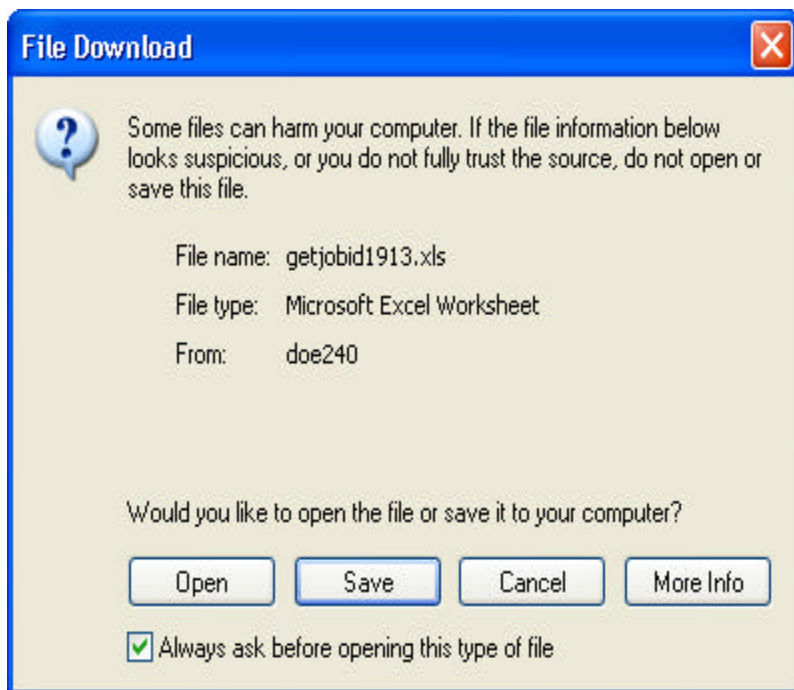
If the same person is the contact for multiple roles, enter their name in each area that they are the contact.



## EXPORT STUDENT DATA

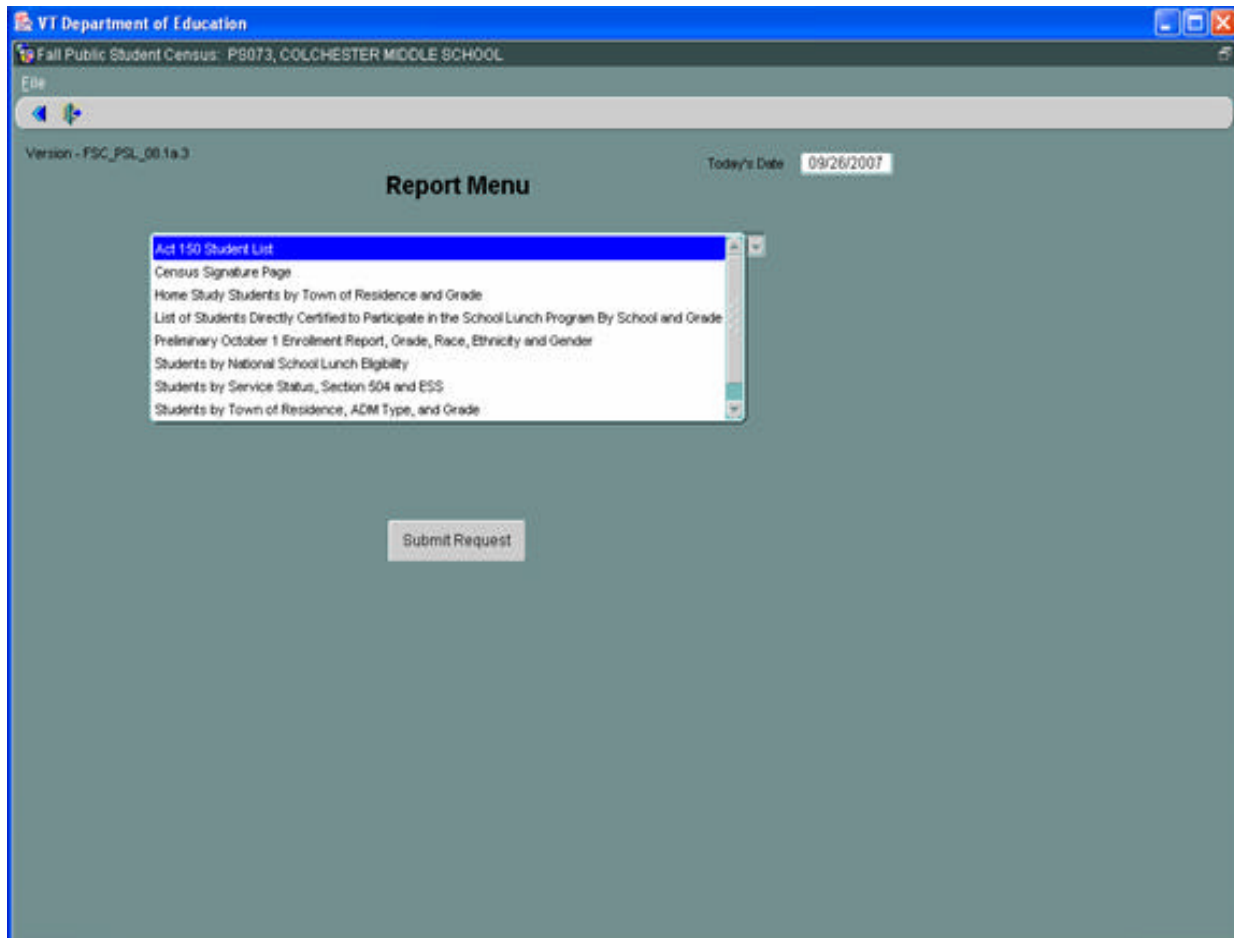


You will get a message stating this may take a few moments, click ok.



You may open or save your file to a specified location. Your data will remain in the program.

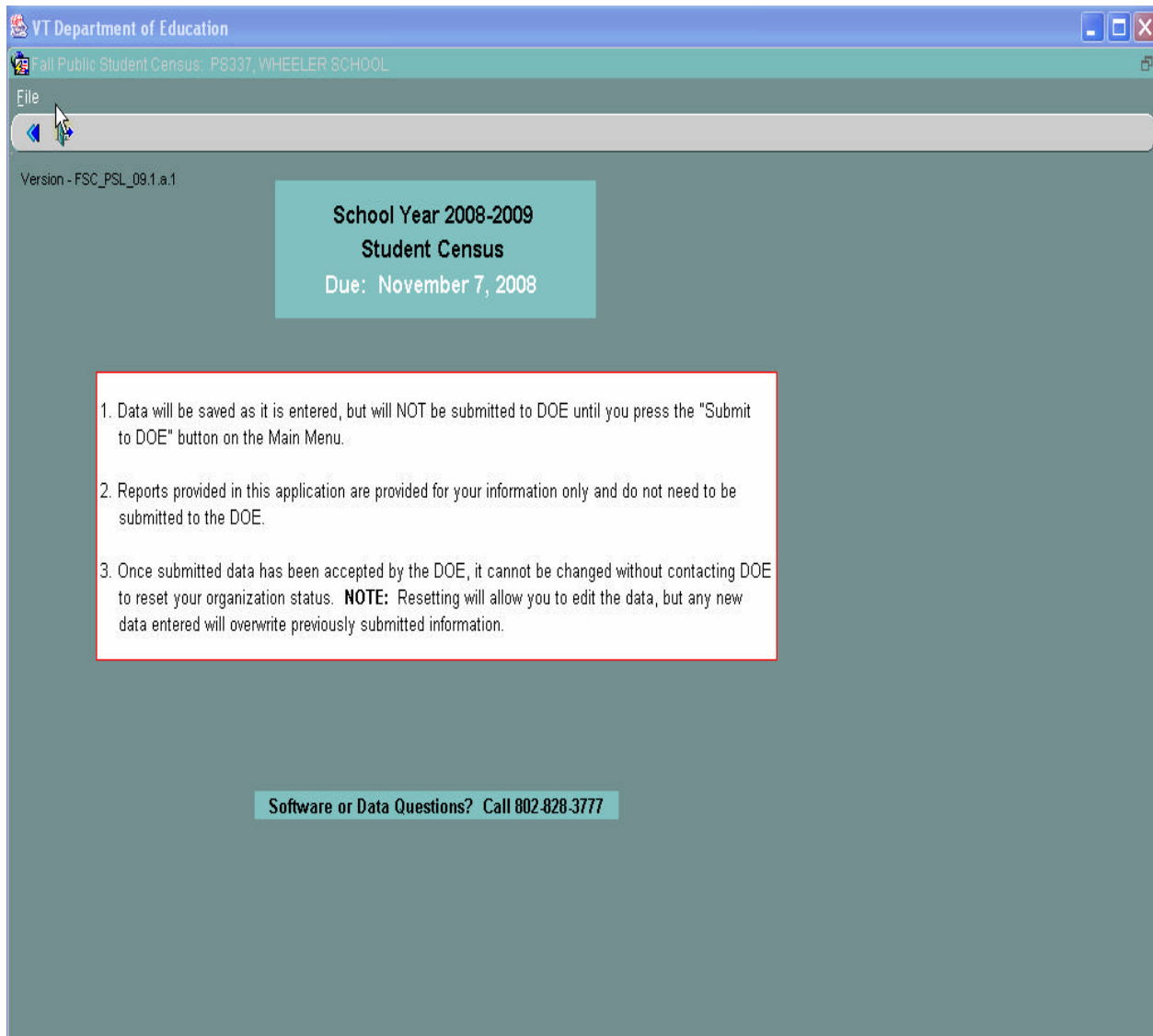
## REPORTS MENU



Click on the Report button next to the description that you would like to view or print. These reports are as follows:

- Act 150 Student List
- Census Signature Page
- Home-study Students by Town of Residence and Grade
- List of Students Directly Certified to Participate in the School Lunch Program by School and Grade
- Preliminary October 1 Enrollment Report, Grade, Race, Ethnicity and Gender
- Students by National School Lunch Eligibility
- Students listed by Service Status, section 504 and ESS
- Students by Town of Residence, ADM type and Grade

## REVIEW DATA SUBMISSION CHECKLIST



Please review the checklist for the Student Census data submission before attempting to submit data.

## **SUBMIT DATA TO DOE**

Click on Submit Data to DOE.

Your application will now cycle through the submission process, if you have any errors, or have previously submitted your data you will not be able to proceed.

If you have any questions on this process, call DMAT at (802) 828-3777.